

CAREER GUIDE FOR LIBRARY ASSISTANT

SOC Code: 43-4121

Pay Band(s):3 ([Salary Structure](#))

Standard Occupational Description: Compile records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.

Library Assistant positions in the Commonwealth are assigned to the following Roles in the [Library Services Career Group](#):

[Library Specialist I](#)

While Library Assistants within the Commonwealth are all located within the Library Services Career Group, individuals may want to pursue other opportunities within the Commonwealth depending upon individual training, education, knowledge, skills, abilities, and interests.

Other Career Group(s) that may be of interest are:

[Education Support Services](#)
[Historical Services and Preservation](#)
[Media and Production Services](#)
[Administrative and Office Support](#)
[General Administration](#)

SKILLS, KNOWLEDGE, ABILITIES AND TASKS

(Technical and Functional Expertise)

Skills

Note: *The technical and functional skills listed below are based on general occupational qualifications for Library Assistant commonly recognized by most employers. Typically, you will not be required to have all of the skills listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

1. Understanding written sentences and paragraphs in work related documents.
2. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. Talking to others to convey information effectively.
4. Actively looking for ways to help people.
5. Communicating effectively in writing as appropriate for the needs of the audience.
6. Accessing data, resources and materials through various sources including computers and on-line data bases.

Knowledge

Note: *The technical and functional knowledge statements listed below are based on general occupational qualifications for Library Assistant commonly recognized by most employers. Typically, you will not be required to*

have all of the knowledge listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.

The **Knowledge** of:

1. Administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
2. Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Abilities

Note: *The technical and functional abilities listed below are based on general occupational qualifications for Library Assistant commonly recognized by most employers. Typically, you will not be required to have all of the abilities listed to be a successful performer. Recruitment and selection standards for an individual state job must be based on the specific knowledge, skills, and abilities for that job as indicated in the job announcement and job description in the Employee Work Profile.*

The **Ability** to:

1. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
2. Generate or use different sets of rules for combining or grouping things in different ways.
3. Communicate information and ideas in speaking so others will understand.
4. Listen to and understand information and ideas presented through spoken words and sentences.
5. Read and understand information and ideas presented in writing.
6. See details at close range (within a few feet of the observer).
7. Speak clearly so others can understand you.
8. Communicate information and ideas in writing so others will understand.
9. Remember information such as words, numbers, pictures, and procedures.
10. Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

Tasks

Note: *The following is a list of sample tasks typically performed by Library Assistant. Employees in this occupation will not necessarily perform all of the tasks listed.*

1. Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
2. Deliver and retrieve items to and from departments by hand or using push carts.
3. Enter and update patrons' records on computers.
4. Inspect returned books for condition and due-date status, and compute any applicable fines.
5. Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
6. Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.

7. Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
8. Operate and maintain audiovisual equipment.
9. Perform clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting.
10. Process new materials including books, audiovisual materials, and computer software.

INTERESTED?

Like people, occupations have traits or characteristics. These characteristics give important clues about the nature of the work and work environment, and give you an opportunity to match your own personal interests to a specific occupation. When you choose a job in an occupation that matches your own interests you have taken an important step in planning a successful and rewarding career.

The occupation of librarian has **Conventional** and **Realistic** characteristics as described below:

Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

LICENSURE, REGISTRATION, OR CERTIFICATION REQUIREMENTS

Generally this is not required for Library Assistant positions in state government.

EDUCATIONAL, TRAINING, AND LEARNING OPPORTUNITIES

A high school diploma or its equivalent is the most common educational requirement. Increasingly, familiarity or experience with computers and good interpersonal skills are becoming equally important as the diploma to employers.

Some library assistants learn the skills they need in high schools, business schools, and community colleges. Regardless of their level of educational attainment, library assistants receive on-the-job training. Under the guidance of a supervisor or other senior workers, new employees learn library procedures. Some formal classroom training also may be necessary, such as training in specific computer software.

COMMONWEALTH COMPETENCIES

Competencies are a set of identified behaviors, knowledge, skills, and abilities that directly and positively impact the success of employees and the organization. Competencies can be observed and measured. When consistently demonstrated, competencies make employees

particularly effective in their work. Competencies help lay out a road map to career success. You can use the Commonwealth Competencies to help improve your individual performance by adopting behaviors that make high performing employees successful in their jobs. In this way, you can use the Commonwealth Competencies for your further professional development.

The Commonwealth Competencies are:

1. Technical and Functional Expertise
2. Understanding the Business
3. Achieving Results
4. Serving the Customer
5. Teamwork
6. Interpersonal and Communication Skills
7. Leadership and Personal Effectiveness

The above competencies may be applied to employees throughout the Commonwealth of Virginia. They can be rank-ordered by agencies and hiring managers to represent the needs of a specific job. The rank ordering will change depending upon the occupation, an organization's priorities, the actual job requirements, and the supervisor's preferences.

Career success is both about what you do (applying your technical knowledge, skills, and ability) and how you do it (the consistent behaviors you demonstrate and choose to use) while interacting and communicating with others. Hopefully, by studying the Commonwealth competencies, identifying your developmental opportunities, and working to refine your own competence, you can take charge of your career!

For additional information about the **Commonwealth Competencies** go to: http://jobs.state.va.us/cc_planningctr.htm. For the competencies, we first list the competencies and then define each. Finally, we list competency indicators; to describe what successful performance looks like.

COMMONWEALTH CAREER PATH

Career opportunities in the Commonwealth are not limited to moving “up” to the next highest role and pay band, changing positions, or to becoming a supervisor. That’s because most roles describe a broad group of occupationally related positions that perform a range of work that requires increased knowledge and skills. For that reason, Commonwealth roles describe the career paths within the same or higher-level role for the same or different Career Group. The broad salary range and the Commonwealth’s pay practices provide flexibility in recognizing career development and advancement. ([Salary Structure](#))

For example: **Library Assistant**

PAY BANDS	PRACTITIONER ROLES
3	Library Specialist I

PAY BANDS	MANAGER ROLES

Sample Career Path

Library Specialist I

This Library Specialist I role is a career track for the library assistant who provides assistance in archival, historical, library, records analyst, or administrative services. Duties range from routine to those that are varied and of advanced difficulty and include patron services, research or reference, acquisition and preservation of materials, copy cataloging or description, preparation of finding aids and guides, writing and editing, and records access and retention.

ADDITIONAL OCCUPATIONAL INFORMATION CAN BE FOUND AT:

O*NET (Occupational Information Network)

http://online.onetcenter.org/gen_search_page

Virginia Employment Commission

<http://www.alex.vec.state.va.us/>

Career One Stop

<http://www.careeronestop.org/>

Virginia Career Resource Network:

<http://www.vacrn.net/>

American Library Association:

<http://www.ala.org/>

Council on Library/Media Technology:

<http://colt.ucr.edu/>